AASIS HR TROUBLESHOOTING GUIDE

FOR USER AGENCIES

JANUARY 2002

The following pages will take the AASIS Human Resource (HR) user through the both the business process steps and AASIS transactions required for processing common, every day "what if" HR situations or issues.

Listed in the first column is the AASIS Role - "Who should perform the actions or steps". The next column lists the Steps - "What specifically should be performed". By continuing to the next column, the user can easily see the responsibility chain…"exactly who does exactly what and exactly when"!

We believe you will find this troubleshooting guide informative and useful. Our plan is that it be a work in progress as we add new situations to the guide. We will update the Table of Contents and post the most current copy on the AASIS web site at: http://www.aasis.dfa.state.ar.us/troubleshooting.htm as we add to the guide. If you think of any problem you think should be added to the guide, please let ASC know by e-mailing the ASC Training team at : barbara.fowlkes@dfa.state.ar.us.

This guide was a direct result of the collaborative efforts of the entire ASC Human Resources Lead Analyst, Agency AASIS users and ASC SuperUser Diane Jolley with the Arkansas Public Defender Commission. Thanks to this entire team for a great new HR learning tool!

TABLE OF CONTENTS

Issue #	Description	Page #
1	How does an agency hire a new person in an extra-help position, enter time including holiday (when worked) and pay the employee?	3
2	What does an agency do if they have already hired an employee in an extra-help position, but did not have the position crossgraded?	9
3	How does an agency hire a concurrent employee, enter time and pay the employee? Is there a form to be prepared and sent to OPM?	14
4	If an agency entered the wrong hire date, how do they correct it?	19
5	If an agency starts a hire action and does not complete the action, what can they do to complete the hire action?	24
6	If an agency hires two people for the same position and they should be in two separate positions, what can they do?	26
7	How does an Agency transfer a current state employee to another agency (both agencies are participating in AASIS)?	32
8	How does an agency transfer a current state employee to a Non-participating agency?	38
9	How does an agency terminate an employee?	44
10	How does an agency correct cost center information on an employee?	50
11	How does an agency correct an employee’s personnel subarea? Is there a form to use?	52

Issue 1: How does an agency hire a new person in an extra-help position, enter time including holiday (when worked) and pay the employee?

AASIS ROLE	*STEPS*
AGENCY ORG. AND COMP. SPECIALIST	1. MUST Perform a crossgrade/downgrade transaction on **ALL** extra-help positions. Please refer to the BPP (Business Process Procedure) for Crossgrade/Downgrade For A Position, Transaction Code ZPAOS1. You may find this document by clicking on http://www.aasis.dfa.state.ar.us/HRCOM2bppCrossgrade-downgrade.htm. The effective date may be a date prior to the intended hire date or the intended hire date itself. **NOTE: The objective is that the position is crossgraded within the same pay period, but before the hire action is performed in AASIS. This will ensure placing the employee in the proper job classification as well as processing the correct pay for the employee.** 2. Upon completion of the crossgrade/downgrade for the position, the person with the role of Agency Org. and Comp. Specialist must notify the person with the role of Agency Personnel Management.
AGENCY PERSONNEL MANAGEMENT	3. Perform the Hire Action, Transaction Code PA40. Please refer to the hiring steps for Personnel Actions – Hire. You may find the hiring steps by clicking on http://www.aasis.dfa.state.ar.us/coursewarehr.htm - HRPA. Please review the following before initiating the Hire Action. 4. On the Actions Infotype 0000, you must select 'Extra Help/Seasonal' as the Reason for Action (please refer to the document titled Action/Reason Codes for Agency Personnel Administration Actions for further reference). You may find this document by clicking on http://www.aasis.dfa.state.ar.us/actionreasoncodes.htm. 5. On the Organizational Assignment Infotype 0001, please

AGENCY PERSONNEL MANAGEMENT (cont.)

verify that the personnel 'subarea' and ‘cost center’ information is correct. Please refer to page 3 of the Human Resources Coding Guide. You may find the HR Coding Guide by clicking on http://www.aasis.dfa.state.ar.us/msofficedocs/FormsInstructions/hr_coding_document1.doc. If the ‘cost center’ is incorrect, please refer to issue 10. If the personnel ‘subarea’ is incorrect, please refer to issue 11. You must select the appropriate information in the Contract field (please refer to page 11 of the Human Resources Coding Guide for a description of the field selections). The selection made will determine whether the Benefit Specialist needs to enroll the employee in the retirement system. Next, you must select the personnel, time, payroll and benefits administrators. These are the administrators who will receive any SAP Inbox message. Please note that, if your time administrator does not enter the employee’s timesheet information then whoever is designated will need to know who was identified as the time administrator on this infotype so they can access the employee on the CATS under the listed time administrator’s name. Also, if the benefits administrator selected on this infotype does not enter benefits for the employee, then YOU must contact the Benefits Specialist so they will know to verify if the employee is entitled to benefits.

6. On the Create Addresses Infotype 0006 (Permanent Address), you need to enter the street address, P.O. Box apartment number, etc. for the employee on ‘Address Line 1’. Any payroll warrant for the employee will be mailed to the address reflected on ‘Address Line 1’. Also, you must key the employee’s city, state and zip code information.

7. On the Planned Working Time Infotype 0007, verify that the defaulted Work schedule rule is correct. If the Work schedule rule is different from the default, you will need to select the appropriate rule (please refer to pages 12 –13 of the Human Resources Coding Guide).

NOTE: For exempt extra help/seasonal employees, it is advisable to select “1-Time evaluation of action times” in the ‘Time Mgmt status’ field. This will allow you to keep the employee’s time more accurately.

AGENCY PERSONNEL MANAGEMENT (cont.)	8. On the Basic Pay Infotype 0008, you need to select 'Within Range' as the Reason (please refer to page 1 of the Action/Reason Codes for Agency Personnel Administration Actions). 9. On the Bank Details Infotype 0009, if employee is being paid by payroll warrant you MUST select **"P" in the 'Payment method.'** If the employee is being paid by direct deposit, you MUST enter correct information in the following fields: Bank key, Bank account number, Bank control key (01-checking or 02-savings), and select **"D" in the 'Payment method.'**
AGENCY BENEFITS SPECIALIST	10. Enroll the employee in the retirement system, if the employee works 80 hours per month for 3 months or more (unless your agency has special requirements, e.g. Dept. of Workforce Education). Please refer to the BPP for Create New Hire Benefit Enrollment-Automatic Plans, Transaction Code HRBEN0001. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5202. **NOTE: The Key date will be the employee's hire date. To verify the employee's hire date, enter PA20 in the command line and press enter. Then enter the employee's personnel number. Next, select the Organizational Assignment infotype and the display icon. The 'From date' reflects the employee's hire date. In the 'Contract' field look for the reason selected to determine if the employee is eligible for retirement benefits (please refer to the Human Resources Coding Guide pg. 11).**
AGENCY TIME DATA ENTRY OR AGENCY TIME SPECIALIST	11. All part-time/seasonal employees MUST have time entered in AASIS on the CATS screen, Transaction Code CAT2. Please refer to the BPP for Administrative Time Entry. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=286. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 11-18 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify**

Cont.	**that all time is entered appropriately.** 12. For part-time/seasonal employees who work a holiday or birthday day, please refer to "Tips for Time Entry when a Holiday/Birthday Occurs" for time data entry instructions. You may find this document by clicking on http://www.aasis.dfa.state.ar.us/msofficedocs/courseware/HRLADQRC4_TipsforTimeEntry-Holiday.doc.
AGENCY TIME MANAGEMENT SUPERVISION	13. Approve time for all employees, Transaction Code CAPS. Please refer to the BPP for Approve Time Sheets. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4688. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 11-18 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time has been approved.**
AGENCY CENTRAL TIME MANAGEMENT	14. Process Time Transfer for your agency, Transaction Code CATA. Please refer to the BPP for Transfer Time to All Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 11-18 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 14-18 again. These steps will assist you in identifying any time error messages that may have occurred.** 15. Process repeat Time Transfer every day for your agency, with the repeat transfer box checked, Transaction Code CATA. Please refer to the BPP for Transfer Time to All Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: This is a separate step from step 14. To ensure employees are paid appropriately, repeat Time Transfer**

AGENCY CENTRAL TIME MANAGEMENT (cont.)	**MUST be processed everyday. It is recommended that each agency perform steps 11-18 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 14-18 again. These steps will assist you in identifying any time error messages that may have occurred.** 16. Process Time Evaluation for your agency, Transaction Code PT60. Please refer to the BPP for Time Evaluation. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4693. If time evaluation is unsuccessful, time evaluation error message(s) will be displayed on the time evaluation display log. YOU MUST correct ALL the **RED** error messages before an employee's time can be processed through payroll. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 11-18 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 14-18 again. These steps will assist you in identifying any time error messages that may have occurred.**
AGENCY TIME SPECIALIST, AGENCY TIME MANAGEMENT SUPERVISION, OR AGENCY CENTRAL TIME MANAGEMENT	17. Process Time Evaluation Message Display Report, Transaction Code S_PH9_46000588. Please refer to the BPP for Time Evaluation Message Display Report. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5412. This report will display any time evaluation error messages or time evaluation warning messages. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 11-18 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 14-18 again. These steps**

	will assist you in identifying any time error messages that may have occurred.
AGENCY PAYROLL SYSTEMS MANAGEMENT **AGENCY PAYROLL SYSTEMS MANAGEMENT (cont.)**	18. Process Payroll Simulation, Transaction Code PC00_M10_CALC_SIMU (**Note: In the 'Schema' field you must key Z000)**. Please refer to the BPP For Simulate a Payroll Run. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5288. To quicken the run time do not choose to display log, instead key APAY in the 'Display variant Rem. Statement' field. This will allow you to print and review the remuneration statements for the simulation run. By reviewing the remuneration statements for all your employees, you can prevent under and/or overpayments by identifying the employees that need master data reviewed for completeness (i.e. time entry, missing Infotypes, incorrect data usage, etc…) **If time entry needs to be corrected, steps 11 –18 must be completed again by the appropriate person.** For master data corrections, contact the person with the role of Agency Personnel Management or Agency Personnel Specialist within your agency. Then steps 14 –18 must be completed again by the appropriate person(s). When running step 18 again you may choose to display the payroll log, as this run will only include the corrected employee numbers. **NOTE: To ensure employees are paid appropriately, Payroll Simulation must be performed on a weekly basis at a minimum. It is recommended that each agency perform the payroll simulation process each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll) the appropriate person(s) MUST process steps 14-18 again. This will allow the agency time to correct any last minute errors that may have been created by master data updates. WE RECOMMEND that your employees receive their remuneration statement from the results of the live payroll run. This statement will reflect a check number. DO NOT GIVE your employees the remuneration results from the payroll simulation transaction.**

Issue 2: What does an agency do if they have already hired an employee in an extra-help position, but did not have the position crossgraded?

AASIS ROLE	*STEPS*
AGENCY ORG. AND COMP. SPECIALIST	1. MUST Perform a crossgrade/downgrade transaction on **ALL** extra-help positions, otherwise the new employee will not be placed in the proper job classification nor will the employee receive the correct pay. Please refer to the BPP (Business Process Procedure) for Crossgrade/Downgrade For A Position, Transaction Code ZPAOS1. You may find this document by clicking on http://www.aasis.dfa.state.ar.us/coursewarehr.htm – HRCOM2. The effective date must be the employee's hire date. **NOTE: If you need to correct the effective date please refer to the enclosed document titled, 'Crossgrade/Downgrade – Correcting Data Entry Errors.' You may find this document by clicking on** http://www.aasis.dfa.state.ar.us/coursewarehr.htm - HRCOM2. 2. Upon completion of the crossgrade/downgrade for the position, the person with the role of Agency Org. and Comp. Specialist must notify the person with the role of Agency Personnel Management.
AGENCY PERSONNEL MANAGEMENT	3. Re-execute the Hire Action, Transaction Code PA40. Please refer to the enclosed document titled, 'Personnel Administration – Correcting Data Entry after Completion of a Personnel Action.' This will allow you to save the position attributes on Organizational Assignment Infotype 0001 and enter the appropriate hourly rate amount on Basic Pay Infotype 0008. 4. On the Basic Pay Infotype 0008, you need to select 'Within Range' as the Reason (please refer to page 1 of the Action/Reason Codes for Agency Personnel Administration Actions).
AGENCY BENEFITS SPECIALIST	5. Enroll the employee in the retirement system, if the employee works 80 hours per month for 3 months or more. Please refer to

AGENCY BENEFITS SPECIALIST (cont.)	the BPP for Create New Hire Benefit Enrollment-Automatic Plans, Transaction Code HRBEN0001. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5202. **NOTE: The Key date will be the employee's hire date. To verify the employee's hire date, enter PA20 in the command line and press enter. Then enter the employee's personnel number. Next, select the Organizational Assignment infotype and the display icon. The 'From date' reflects the employee's hire date. In the 'Contract' field look for the reason selected to determine if the employee is eligible for retirement benefits (please refer to the Human Resources Coding Guide pg. 11). You may find the HR Coding Guide by clicking on** http://www.aasis.dfa.state.ar.us/msofficedocs/FormsInstructions/hr_coding_document1.doc.
AGENCY TIME DATA ENTRY OR AGENCY TIME SPECIALIST	6. All part-time/seasonal employees MUST have time entered in AASIS on the CATS screen, Transaction Code CAT2. Please refer to the BPP for Administrative Time Entry. You may find this BPP by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=286. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 6-13 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time is entered appropriately.** 7. For part-time/seasonal employees who work a holiday or birthday day, please refer to the enclosed "Tips for Time Entry when a Holiday/Birthday Occurs" for time data entry instructions. You may find this document by clicking on http://www.aasis.dfa.state.ar.us/msofficedocs/courseware/HRLADQRC4_TipsforTimeEntry-Holiday.doc.
AGENCY TIME MANAGEMENT SUPERVISION	8. Approve time for all employees, Transaction Code CAPS. Please refer to the BPP for Approve Time Sheets. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4688.

AGENCY TIME MANAGEMENT SUPERVISION (cont.)	**NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 6-13 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time has been approved.**
AGENCY CENTRAL TIME MANAGEMENT	9. Process Time Transfer for your agency, Transaction Code CATA. Please refer to the BPP for Transfer Time to All Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 6-13 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 9-13 again. These steps will assist you in identifying any time error messages that may have occurred.** 10. Process repeat Time Transfer every day for your agency, with the repeat transfer box checked, Transaction Code CATA. Please refer to the BPP for Transfer Time to All Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: This is a separate step from step 9. To ensure employees are paid appropriately, repeat Time Transfer MUST be processed everyday. It is recommended that each agency perform steps 6-13 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 9-13 again. These steps will assist you in identifying any time error messages that may have occurred.** 11. Process Time Evaluation for your agency, Transaction Code PT60. Please refer to the BPP for Time Evaluation. If time evaluation is unsuccessful, time evaluation error message(s) will be displayed on the time evaluation display log. You may

AGENCY CENTRAL TIME MANAGEMENT (cont.)	find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4693. YOU MUST correct ALL the **RED** error messages before an employee's time can be processed through payroll. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 6-13 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 9-13 again. These steps will assist you in identifying any time error messages that may have occurred.**
AGENCY TIME SPECIALIST, AGENCY TIME MANAGEMENT SUPERVISION, OR AGENCY CENTRAL TIME MANAGEMENT	12. Process Time Evaluation Message Display Report, Transaction Code S_PH9_46000588. Please refer to the BPP for Time Evaluation Message Display Report. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5412. This report will display any time evaluation error messages or time evaluation warning messages. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 6-13 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST process steps 9-13 again. These steps will assist you in identifying any time error messages that may have occurred.**
AGENCY PAYROLL SYSTEMS MANAGEMENT	13. Process Payroll Simulation, Transaction Code PC00_M10_CALC_SIMU (**Note: In the 'Schema' field you must key Z000)**. Please refer to the BPP For Simulate a Payroll Run. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5288. To quicken the run time do not choose to display log, instead key APAY in the 'Display variant Rem. Statement' field. This will allow you to print and review the remuneration statements for the simulation run. By reviewing the remuneration

AGENCY PAYROLL SYSTEMS MANAGEMENT (cont.)	statements for all your employees, you can prevent under and/or overpayments by identifying the employees that need their master data reviewed for completeness, (i.e. time entry, missing Infotypes, incorrect date usage, etc…). **If time entry needs to be corrected, steps 6 –13 must be completed again by the appropriate person(s).** For master data corrections, contact the person with the role of Agency Personnel Management or Agency Personnel Specialist within your agency. Steps 9-13 must be completed again by the appropriate person(s). When running step 13 again you may choose to display the payroll log, as this run will only include the corrected employee numbers. **NOTE: To ensure employees are paid appropriately, Payroll Simulation must be performed on a weekly basis at a minimum. It is recommended that each agency perform the payroll simulation process each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll) the appropriate person(s) MUST process steps 9-13 again. This will allow the agency to correct any last minute errors that may have been created by master data updates. WE RECOMMEND that your employees receive their remuneration statement from the results of the live payroll run. This statement will reflect a check number. DO NOT GIVE your employees the remuneration results from the payroll simulation transaction.**

Issue 3: How does an agency hire a concurrent employee, enter time and pay the employee? Is there a form to be prepared and sent to OPM?

AASIS ROLE	*STEPS*
AGENCY PERSONNEL MANAGEMENT or designee	1. Complete the ‘Concurrent Employee Request’ form and send to OPM State Payroll System. You may find the form by clicking on http://www.aasis.dfa.state.ar.us/formHRconcurrentemprequest.htm.
STATE PERSONNEL MANAGEMENT (OPM STATE PAYROLL SYSTEM)	2. Reviews the agency’s request. Returns the ‘Concurrent Employee Request’ form as approved or disapproved to the agency. If approved, continue the following steps. If disapproved, try again.
AGENCY PERSONNEL MANAGEMENT	3. Receive the approved ‘Concurrent Employee Request’ form. Complete all of the ‘Concurrent Employment Action’ form (Please be sure to complete the Hourly Rate Per Assignment section). You may find the form by clicking on http://www.aasis.dfa.state.ar.us/formHRconcurrentempaction.htm. Attach a copy of the approved ‘Concurrent Employee Request’ form and send to OPM State Payroll System.
STATE PERSONNEL MANAGEMENT (OPM STATE PAYROLL SYSTEM)	4. Processes the Concurrent Employment Action. The Agency Personnel, Payroll, Time, and Benefits Administrators identified on the ‘Concurrent Employment Action’ form will receive an SAP Inbox message notifying them when the action has been processed or the agency will be contacted by OPM.
AGENCY BENEFITS SPECIALIST	5. The Primary Agency will enroll the employee in benefits, if the employee is NOT hired on a temporary basis; meets the 1,000 hours per year and is eligible for benefits. Then, the Primary Agency will enroll the employee in the retirement system. Please refer to the BPP for Create New Hire Benefit Enrollment-Automatic Plans, Transaction Code HRBEN0001. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5202. **NOTE: The Key date will be the employee’s hire date. To verify the employee’s hire date, enter PA20 in the command line and press enter. Then enter the employee’s personnel number. Next, select the Organizational Assignment infotype and the**

AGENCY BENEFITS SPECIALIST (cont.)	**display icon. The 'From date' reflects the employee's hire date. In the 'Contract' field look for the reason selected to determine if the employee is eligible for retirement benefits (please refer to the Human Resources Coding Guide pg. 11). You may find this document by clicking on** http://www.aasis.dfa.state.ar.us/msofficedocs/FormsInstructions/hr_coding_document1.doc. **If the employee is hired in an extra help position at the primary agency, then the employee is not eligible for benefits.**
AGENCY TIME DATA ENTRY OR AGENCY TIME SPECIALIST	6. All concurrent employees (exempt and non-exempt) MUST have time entered in AASIS on the CATS screen, Transaction Code CAT2. The Secondary Agency should send the employee's weekly time sheet long form including the cost center number to the Primary Agency. You may find the time sheet long form by clicking on http://www.aasis.dfa.state.ar.us/msofficedocs/weekly_time_sheet_long_form.dot. It is the responsibility of the Primary Agency to enter time and absences for concurrent employees. **NOTE: To obtain the cost center numbers, contact your Agency Org. and Comp. Specialist or contact your Finance Department.** Please refer to the BPP for Administrative Time Entry. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=286. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 6-13 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time is entered appropriately.** 7. For concurrent employees who work a holiday or birthday day, please refer to the enclosed "Tips for Time Entry when a Holiday/Birthday Occurs" for time data entry instructions. You may find this document by clicking on http://www.aasis.dfa.state.ar.us/msofficedocs/courseware/HRLADQRC4_TipsforTimeEntry-Holiday.doc.

AGENCY TIME MANAGEMENT SUPERVISION **AGENCY TIME MANAGEMENT SUPERVISION (cont.)**	8. The Primary Agency must approve time for all employees, Transaction Code CAPS. Please refer to the BPP for Approve Time Sheets. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4688. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 6-13 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time has been approved.**
AGENCY CENTRAL TIME MANAGEMENT	9. The Primary Agency must process Time Transfer for their agency, Transaction Code CATA. Please refer to the BPP for Transfer Time to All Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 6-13 each Friday to allow time to correct errors on individual employees. Then on Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 9-13 again. These steps will assist you in identifying any time error messages that may have occurred.** 10. The Primary Agency must process repeat Time Transfer every day for their agency, with the repeat transfer box checked, Transaction Code CATA. Please refer to the BPP for Transfer Time to All Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: This is a separate step from step 9. To ensure employees are paid appropriately, repeat Time Transfer MUST be processed everyday. It is recommended that each agency perform steps 6-13 each Friday to allow time to correct errors on individual employees. Then on Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 9-13 again. These steps will assist you in identifying any time error messages**

AGENCY CENTRAL TIME MANAGEMENT (cont.)	**that may have occurred.** 11. The Primary Agency must process Time Evaluation for their agency, Transaction Code PT60. Please refer to the BPP for Time Evaluation. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4693. If time evaluation is unsuccessful, time evaluation error message(s) will be displayed on the time evaluation display log. YOU MUST correct ALL the **RED** error messages before an employee's time can be processed through payroll. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 6-13 each Friday to allow time to correct errors on individual employees. Then on Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 9-13 again. These steps will assist you in identifying any time error messages that may have occurred.**
AGENCY TIME SPECIALIST, AGENCY TIME MANAGEMENT SUPERVISION, OR AGENCY CENTRAL TIME MANAGEMENT	12. Process Time Evaluation Message Display Report, Transaction Code S_PH9_46000588. Please refer to the BPP for Time Evaluation Message Display Report. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5412. This report will display any time evaluation error messages or time evaluation warning messages. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 6-13 each Friday to allow time to correct errors on individual employees. Then on Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 9-13 again. These steps will assist you in identifying any time error messages that may have occurred.**
AGENCY PAYROLL SYSTEMS MANAGEMENT	13. Process Payroll Simulation, Transaction Code PC00_M10_CALC_SIMU (**Note: In the 'Schema' field you must key Z000)**. Please refer to the BPP For Simulate a Payroll Run. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5288. To quicken the run time do not choose to display log, instead key APAY in the 'Display variant Rem. Statement' field. This will

AGENCY PAYROLL SYSTEMS MANAGEMENT (cont.)	allow you to print and review the remuneration statements for all your employees, you can prevent under and/or overpayments by identifying the employees that need master data reviewed for completeness (i.e. time entry, missing Infotypes, incorrect data usage, etc…). **If time entry needs to be corrected, steps 6 – 13 must be completed again by the appropriate person.** For master data corrections, contact the person with the role of Agency Personnel Management or Agency Personnel Specialist within your agency. Then steps 9-13 must be completed again by the appropriate person(s). When running step 13 again you may choose to display the payroll log, as this run will only include the corrected employee numbers. **NOTE: To ensure employees are paid appropriately, Payroll Simulation must be performed on a weekly basis at a minimum. It is recommended that each agency perform the payroll simulation process each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll) the appropriate person(s) MUST process steps 9-13 again. This will allow the agency to correct any last minute errors that may have been created by master data updates. WE RECOMMEND that your employees receive their remuneration statement from the results of the live payroll run. This statement will reflect a check number. DO NOT GIVE your employees the remuneration results from the payroll simulation transaction.**

Issue 4: If an agency entered the wrong hire date, how do they correct it?

AASIS ROLE	*STEPS*
AGENCY PERSONNEL MANAGEMENT	1. The hire date MUST be corrected the same date the hire action was processed. 2. To correct the hire date, please refer to 'Correcting an employee's hire date.' You may find this document by clicking on http://www.aasis.dfa.state.ar.us/msofficedocs/Correcting_Hire_Date.doc. Then complete step 5 and have the Agency Benefits Specialist complete steps 8 –14. 3. If the incorrect hire date is found anytime after the day the hire action was processed, then the agency MUST complete the Master Data form reflecting 'error correction' under section PA30. You may find this document by clicking on http://www.aasis.dfa.state.ar.us/msofficedocs/FormsInstructions/employeemstrdata1.dot and http://www.aasis.dfa.state.ar.us/msofficedocs/FormsInstructions/employeemstrdata2.dot. 4. Send the Master Data form to OPM State Payroll System. 5. Notifies the Agency Benefits Specialist, the Agency Time Data Entry or Agency Time Specialist and the Agency Payroll Systems Management of the incorrect hire date.
STATE PERSONNEL MANAGEMENT (OPM STATE PAYROLL SYSTEM)	6. Refers the error correction request to the AASIS HR functional team for immediate action.
AASIS HR FUNCTIONAL TEAM	7. Processes the hire date correction and contacts either the agency or OPM upon completion.
AGENCY BENEFITS SPECIALIST	8. Verify that the 'From' Date on all plans including savings reflects the correct hire date. To view the 'From' date enter PA30 (Maintain HR Master Data) in the command line and press enter. 9. Enter the personnel number of the employee. 10. Select the benefits tab.

AGENCY BENEFITS SPECIALIST (cont.)	11. Under the benefits tab, select each plan (one at a time) that the employee is enrolled in and click on the **display icon**. Because of the 30-day window of opportunity for an employee to sign up for benefits, health plans and life insurance plans should not be affected. **Unless, the hire date is being changed to a different calendar month. In this case, you MUST contact EBD to have the date corrected for all benefits.** 12. If the 'From' date does not reflect the correct hire date and is not in a different calendar month, complete the following steps. 13. Click on the back icon. You should be at the Maintain HR Master Date. 14. Under the benefits tab, select each plan (one at a time) that the employee is enrolled in. 15. Click on the **copy icon**. 16. Enter the correct hire date in the 'From field.' 17. Click the save icon.
AGENCY TIME SPECIALIST OR AGENCY CENTRAL TIME MANAGEMENT	18. If the employee is non-exempt, then you will need to verify that the time sheets were entered correctly. If the employee is exempt, then you need to verify that any leave time taken was entered correctly to the time sheet. To make changes to the time sheet, (Transaction Code CAT2) please refer to the BPP for Administrative Time Entry and simply replace the incorrect time with a zero or enter the correct time. You may find this BPP by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=286. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 18-25 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time is entered appropriately.** 19. If changes are made to the time sheet, the appropriate person(s) must complete steps 20 – 25 to ensure that the employee is paid

	appropriately.

AGENCY TIME MANAGEMENT SUPERVISION	20. Approve time for all employees, Transaction Code CAPS. Please refer to the BPP for Approve Time Sheets. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4688. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 18-25 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time has been approved.**
AGENCY CENTRAL TIME MANAGEMENT	21. Process Time Transfer for your agency, Transaction Code CATA. Please refer to the BPP for Transfer Time to All Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 18-25 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 21-25 again. These steps will assist you in identifying any time error messages that may have occurred.** 22. Process repeat Time Transfer every day for your agency, with the repeat transfer box checked, Transaction Code CATA. Please refer to the BPP for Transfer Time to All Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: This is a separate step from step 21. To ensure employees are paid appropriately, repeat Time Transfer MUST be processed everyday. It is recommended that each agency perform steps 18-25 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 21-25 again. These steps will assist you in identifying any time error messages that**

AGENCY CENTRAL TIME MANAGEMENT (cont.)	**may have occurred.** 23. Process Time Evaluation for your agency, Transaction Code PT60. Please refer to the BPP for Time Evaluation. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4693. If time evaluation is unsuccessful, time evaluation error message(s) will be displayed on the time evaluation display log. YOU MUST correct ALL the **RED** error messages before an employee's time can be processed through payroll. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 18-25 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 21-25 again. These steps will assist you in identifying any time error messages that may have occurred.**
AGENCY TIME SPECIALIST, AGENCY TIME MANAGEMENT SUPERVISION, OR AGENCY CENTRAL TIME MANAGEMENT	24. Process Time Evaluation Message Display Report, Transaction Code S_PH9_46000588. Please refer to the BPP for Time Evaluation Message Display Report. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5412. This report will display any time evaluation error messages or time evaluation warning messages. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 18-25 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 21-25 again. These steps will assist you in identifying any time error messages that may have occurred.**
AGENCY PAYROLL SYSTEMS MANAGEMENT	25. Process Payroll Simulation, Transaction Code PC00_M10_CALC_SIMU (**Note: In the 'Schema' field you must key Z000)**. Please refer to the BPP For Simulate a Payroll Run. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5288. To quicken the run time do not choose to display log, instead key APAY in the 'Display variant Rem. Statement' field. This will allow

AGENCY PAYROLL SYSTEMS MANAGEMENT (cont.)	you to print and review the remuneration statements for the simulation run. By reviewing the remuneration statements for all your employees, you can prevent under and/or overpayments by identifying the employees that need master data reviewed for completeness (i.e. time entry, missing Infotypes, incorrect data usage, etc…). **If time entry needs to be corrected, steps 18–25 must be completed again by the appropriate person.** For master data corrections, contact the person with the role of Agency Personnel Management or Agency Personnel Specialist within your agency. Then steps 21 –25 must be completed again by the appropriate person(s). When running step 25 again you may choose to display the payroll log, as this run will only include the corrected employee numbers. **NOTE: To ensure employees are paid appropriately, Payroll Simulation must be performed on a weekly basis at a minimum. It is recommended that each agency perform the payroll simulation process each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll) the appropriate person(s) MUST process steps 21-25 again. This will allow the agency to correct any last minute errors that may have been created by master data updates. WE RECOMMEND that your employees receive their remuneration statement from the results of the live payroll run. This statement will reflect a check number. DO NOT GIVE your employees the remuneration results from the payroll simulation transaction.** Any payment made to the employee in error because of an incorrect hire date will be recovered in the payroll period when the hire date is corrected. The deduction will be reflected on the remuneration statement as '**Differences from previous**.' You will need to inform the employee of this deduction.

Issue 5: If an agency starts a hire action and does not complete the action, what can they do to complete the hire action?

AASIS ROLE	***STEPS***
AGENCY PERSONNEL MANAGEMENT	1. Re-execute the Hire Action, Transaction Code PA40. Enter the employee's personnel number or use the matchcode to perform a search. Select Hire as the action type. Please refer to the hiring steps for Personnel Actions – Hire. You may find the hiring steps by clicking on http://www.aasis.dfa.state.ar.us/coursewarehr.htm - HRPA. Please review the following steps before completing the Hire Action. 2. On the Actions Infotype 0000, choose the appropriate reason in the 'Reason for Action' field (please refer to the document titled Action/Reason Codes for Agency Personnel Administration Actions for further reference). You may find this document by clicking on http://www.aasis.dfa.state.ar.us/actionreasoncodes.htm. 3. **On the Applications Tool Bar click 'Execute Infogroup.'** 4. Click the green check to validate the information. 5. Click the save icon to save the information. 6. Enter data in required fields on all remaining Infotypes (please review steps 7 – 11) and SAVE each record. 7. On the Organizational Assignment Infotype 0001, please verify that the personnel 'subarea' and 'cost center' information is correct. Please refer to page 3 of the Human Resources Coding Guide. You may find the HR Coding Guide by clicking on http://www.aasis.dfa.state.ar.us/msofficedocs/FormsInstructions/hr_coding_document1.doc. If the 'cost center' is incorrect, please refer to issue 10. If the personnel 'subarea' is incorrect, please refer to issue 11. You must select the appropriate information in the Contract field (please refer to page 11 of the Human Resources Coding Guide for a description of the field selections). The selection made will determine whether the Benefit Specialist needs to enroll the employee in the retirement system. Next, you must select the personnel, time, payroll and benefits administrators. These are the administrators who will receive

AGENCY PERSONNEL MANAGEMENT (cont.)	any SAP Inbox messages. Please note that if your time administrator does not enter the employee's timesheet information then whoever is designated will need to know who was identified as the time administrator on this infotype so they can access the employee on the CATS under that time administrator's name. Also, if the benefits administrator selected on this infotype does not enter benefits for the employee, then YOU must contact the Benefits Specialist so they will know to verify if the employee is entitled to benefits. 8. On the Create Addresses Infotype 0006 (Permanent Address), you need to enter the street address, P.O. Box, apartment number, etc. for the employee on 'Address Line 1'. Any payroll warrant for the employee will be mailed to the address reflected on 'Address Line 1'. Also, you must key the employee's city, state and zip code information. 9. On the Planned Working Time Infotype 0007, verify that the defaulted Work schedule rule is correct. If the Work schedule rule is different from the default, you will need to select the appropriate rule (please refer to pages 12 –13 of the Human Resources Coding Guide). 10. On the Basic Pay Infotype 0008, you must select a reason code that meets the conditions of the employee's rate of pay (e.g. for a classified position: Reason code 01 - New Hire on the Action Infotype 0000 is used in conjunction with Reason code 02 - New Hire at Band 1 on the Basic Pay Infotype 0008). Please refer to page 1 of the Action/Reason Codes for Agency Personnel Administration Actions. 11. On the Bank Details Infotype 0009, if employee is being paid by payroll warrant you MUST select **"P" in the 'Payment method.'** If the employee is being paid by direct deposit, you MUST enter correct information in the following fields: Bank key, Bank account number, Bank control key (01-checking or 02-savings), and select **"D" in the 'Payment method.'**

Issue 6: If an agency hires two people for the same position and they should be in two separate positions, what can they do?

AASIS ROLE	***STEPS***
AGENCY ORG. AND COMP. SPECIALIST	1. Run a Position Control Report periodically to identify errors to positions using transaction code ZPAOSR0001. Please refer to the BPP for Position Control Report. You may find this document by clicking on http://aasis01/sb/_show_steps.asp?topicid=5698. 2. If two active employees are occupying the same position, notify the person with the role of Agency Personnel Management to process a Change in Pay/Position Attributes Action. **NOTE: The Position Control Report will be available to the Agency Personnel Management Role in the near future.**
AGENCY PERSONNEL MANAGEMENT	3. Process a Change in Pay/Position Attributes Action, transaction PA40, to change the employee to the right position. Please refer to the BPP for Change in Pay/Position Attributes. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5665. Use the same effective date the employee was put into the wrong position. Please review the following before initiating the Change in Pay/Position Attributes Action: 4. On the Action screen, Infotype 0000, make sure you change the position to reflect the correct position. 5. On the Organizational Assignment screen, Infotype 0001, you must select the appropriate contract field and save the data to bring in the new position's attributes. (See Human Resources Coding Guide – page 11). You may find this document by clicking on http://www.aasis.dfa.state.ar.us/msofficedocs/FormsInstructions/hr_coding_document1.doc. 6. Verify and/or correct information on Planned Working Time

AGENCY PERSONNEL MANAGEMENT (cont.)	Infotype 0007 (See Human Resources Coding Guide – pages 12-13). You may find this document by clicking on http://www.aasis.dfa.state.ar.us/msofficedocs/FormsInstructions/hr_coding_document1.doc. 7. Verify and/or correct information on Basic Pay Infotype 0008 (See Action Reason Codes for Agency Personnel Administration – pages 10-12 on AASIS web site under Tutorials). You may find this document by clicking on http://www.aasis.dfa.state.ar.us/actionreasoncodes.htm. On the Bank Details Infotype 0009, if employee is being paid by payroll warrant you MUST select **“P” in the ‘Payment method.’** If the employee is being paid by direct deposit, you MUST enter correct information in the following fields: Bank key, Bank account number, Bank control key (01-checking or 02-savings), and select **“D” in the ‘Payment method**
AGENCY BENEFITS SPECIALIST	8. Verify that the ‘From’ Date on all plans including savings reflects the correct hire date for each employee. To view the ‘From’ date enter PA30 (Maintain HR Master Data) in the command line and press enter. 9. Enter the personnel number of the employee. 10. Select the benefits tab. 11. Under the benefits tab, select each plan (one at a time) that the employee is enrolled in and click on the **display icon**. Because of the 30-day window of opportunity for an employee to sign up for benefits, health plans and life insurance plans should not be affected. 12. If the ‘From’ date does not reflect the correct hire date, complete the following steps. 13. Click on the back icon. You should be at the Maintain HR Master Data. 14. Under the benefits tab, select each plan (one at a time) that the employee is enrolled in. 15. Click on the **copy icon**.

Cont.	16. Enter the correct hire date in the 'From field.' 17. Click the save icon.
AGENCY TIME SPECIALIST OR AGENCY CENTRAL TIME MANAGEMENT	18. If one or both employees are non-exempt, then you will need to verify that the time sheets were entered correctly. If one of both employees are exempt, then you need to verify that any leave time taken was entered correctly to the time sheet. To make changes to the time sheet, (Transaction Code CAT2) please refer to the BPP for Administrative Time Entry and simply replace the incorrect time with a zero or enter the correct time. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=286. **Note: To ensure employees are paid appropriately, it is recommended that each agency perform steps 18-25 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time is entered appropriately.** 19. If changes are made to the time sheet, you must complete steps 20-25 to ensure that the employees are paid appropriately.
AGENCY TIME MANAGEMENT SUPERVISION	20. Approve time for employees, Transaction Code CAPS. Please refer to the BPP for Approve Time Sheets. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4688. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 18-25 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time has been approved.**
AGENCY CENTRAL TIME MANAGEMENT	21. Process Time Transfer for your agency, Transaction Code CATA. Please refer to the BPP for Transfer Time to All Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184.

AGENCY CENTRAL TIME MANAGEMENT (cont.)	**NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 18-25 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 21-25 again. These steps will assist you in identifying any time error messages that may have occurred.** 22. Process repeat Time Transfer every day for your agency, with the repeat transfer box checked, Transaction Code CATA. Please refer to the BPP for Transfer Time to All Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: This is a separate step from step 21. To ensure employees are paid appropriately, repeat Time Transfer MUST be processed every day. It is recommended that each agency perform steps 18-25 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 21-25 again. These steps will assist you in identifying any time error messages that may have occurred.** 23. Process Time Evaluation for your agency, Transaction Code PT60. Please refer to the BPP for Time Evaluation. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4693. If time evaluation is unsuccessful, time evaluation error message(s) will be displayed on the time evaluation display log. You **MUST** correct **ALL** the **RED** error messages before an employee's time can be processed through payroll. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 18-25 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 21-25 again. These steps will assist you in identifying any time error messages that may have occurred.**
AGENCY TIME	24. Process Time Evaluation Message Display Report, Transaction

SPECIALIST, AGENCY TIME MANAGEMENT SUPERVISION, OR AGENCY CENTRAL TIME MANAGEMENT	Code S_PH9_46000588. Please refer to the BPP for Time Evaluation Message Display Report. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5412. This report will display any time evaluation error messages or time evaluation warning messages. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 18-25 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 21-25 again. These steps will assist you in identifying any time error messages that may have occurred.**
AGENCY PAYROLL SYSTEMS MANAGEMENT	25. Process Payroll Simulation, Transaction Code PC00_M10_CALC_SIMU (**Note: In the 'Schema' field you must key Z000)**. Please refer to the BPP For Simulate a Payroll Run. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5288. To quicken the run time do not choose to display log, instead key APAY in the 'Display variant Rem. Statement' field. This will allow you to print and review the remuneration statements for the simulation run. By reviewing the remuneration statements for all your employees, you can prevent under and/or overpayments by identifying the employees that need master data reviewed for completeness (i.e. time entry, missing Infotypes, incorrect data usage, etc…). **If time entry needs to be corrected, steps 18–25 must be completed again by the appropriate person.** For master data corrections, contact the person with the role of Agency Personnel Management or Agency Personnel Specialist within your agency. Then steps 21–25 must be completed again by the appropriate person(s). When running step 25 again you may choose to display the payroll log, as this run will only include the corrected employee numbers. **NOTE: To ensure employees are paid appropriately, Payroll Simulation must be performed on a weekly basis at a minimum. It is recommended that each agency perform the payroll simulation process each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs**

AGENCY PAYROLL SYSTEMS MANAGEMENT (cont.)	**payroll) the appropriate person(s) MUST process steps 21-25 again. This will allow the agency to correct any last minute errors that may have been created by master data updates. WE RECOMMEND that your employees receive their remuneration statement from the results of the live payroll run. This statement will reflect a check number. DO NOT GIVE your employees the remuneration results from the payroll simulation transaction.**

Issue 7: How does an Agency transfer a current state employee to another agency (both agencies are participating in AASIS)?

AASIS ROLE	***STEPS***
AGENCY PERSONNEL MANAGEMENT or designee	1. Leaving Agency **DO NOT** terminate employee. **NOTE: IT IS VERY IMPORTANT THAT AGENCIES COMMUNICATE WITH ONE ANOTHER WHEN EMPLOYEES ARE TRANSFERRING FROM ONE AGENCY TO ANOTHER** 2. The receiving agency **MUST** fill out the Master Data Form and send it to OPM/Payroll Systems. Please refer to Master Data form. You may find this document by clicking on http://www.aasis.dfa.state.ar.us/formHRempmasterdata.htm. **NOTE: OPM/Payroll Systems will perform all transfer actions when transfer occurs across agencies.**
STATE PERSONNEL MANAGEMENT (OPM STATE PAYROLL SYSTEM)	3. Process transfer action on PA40. Please refer to the BPP for Transfer. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5641. **Please review the following before initiating the Transfer Action** Check information on Master Data Form to insure that all required information is completed. Make sure all administrators (personnel, time, payroll and benefits) are reflected, so the administrators will receive a SAP inbox message when the action is completed. **NOTE: Employee Benefits Division (EBD) will also receive an inbox message automatically through the system when the action is completed.**
STATE BENEFITS SPECIALIST (EMPLOYEE BENEFITS DIVISION-EBD)	4. Upon receiving notification of a transfer action across agencies, verify benefits that the employee has and terminate those benefits the employee is ineligible for using Transaction HRBEN0014. Please refer to the BPP for Terminate Benefit Coverage. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5567. 5. Contact the receiving agency so they can enroll the employee in the new benefits. **NOTE: If there are no changes in benefits, there are no changes**

	made in the system.

AGENCY BENEFITS SPECIALIST	**6. If the employee's benefits are not changing, the Agency Benefits Specialist will only need to verify that the benefits transferred appropriately. Please refer to the BPP for Display Employee Benefit Data, Transaction Code PA20. You may find this document by clicking on** http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5219**.** 7. **If the employee's benefits were inadvertently terminated,** the receiving Agency MUST re-enroll the employee in the benefits. Please complete the following steps. **8.** Type PA30 in the command line and press enter. 9. Type in the employee's personnel number and hit enter. Select the Benefits tab, highlight Savings Plans and select the Maintain Overview icon. 10. Select the line with the end date reflecting a termination date. 11. Click on the copy icon. 12. Enter the Start date to reflect the day after the previous end date. (Note: Your records should reflect history of the benefits with the end date reflecting a termination date. A second line should reflect the benefits with the start date beginning the day after the end date for a continuous reflection of benefit coverage.) 13. Enter the end date as 12/31/9999. 14. Click on the green check to validate. 15. Click on the save icon to save the information. 16. Click on the green check icon to go back to the Maintain HR Master Data screen. 17. From the Benefits tab, highlight other plans that the employee is to be enrolled in. Complete steps 10 through 16 for each plan. 18. If the employee's benefits are changing, the receiving Agency Benefits Specialist will enroll the new employee in the new benefits if the benefits have changed (i.e. a person coming from

AGENCY BENEFITS SPECIALIST (cont.)	an agency in the Arkansas Public Employee Retirement System and going to an agency in the Teachers Retirement System will have to be enrolled in Teachers Retirement). **Before you enroll the employee in the new benefits, you MUST contact EBD for assistance in determining the 'From' date for health and life coverage.** To enroll the transferred employee in benefits, type PA30 in the command line and press enter. 19. Type in the employee's personnel number and hit enter. Select the benefits tab, highlight adjustment reason and select the create icon. 20. Enter the date EBD gave you in the 'From' date field. In the 'Adjustment reason' field, select from the drop down list either Transfer (all plans) or Transfer Retirement plans (Rtr. Plans) whichever is applicable. 21. A pop-up box will appear with the question, 'Do you want to replace the current end date with the calculated end date?' Click on 'Yes'. 22. Click on the green check to validate. 23. Click on the save icon to save the information. 24. Another pop-up box will appear with the question, 'Do you want to go to enrollment?' Click on 'Yes'. 25. Double click on the automatic offer. To complete the enrollment process, please refer to the BPP for Create New Hire Benefit Enrollment-Automatic Plans. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5202. 26. Double click on the 'Transfer' option. To complete the enrollment process, please refer to the BPP for Create New Hire Benefit Enrollment-Employee Elections. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5179. 27. Generate a confirmation letter. Please refer to the BPP for Print Confirmation Letter. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4637.

AGENCY TIME DATA ENTRY OR AGENCY TIME SPECIALIST	28. All non-exempt employees **MUST** have time entered and all exempt employees **MUST** have leave time taken entered in AASIS on the CATS screen, Transaction Code CAT2. Please refer to the BPP for Administrative Time Entry**.** You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=286**.** **Note: To ensure employees are paid appropriately, it is recommended that each agency perform steps 28-34 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time is entered appropriately.**
AGENCY TIME MANAGEMENT SUPERVISION	29. Approve time for all employees, Transaction Code CAPS. Please refer to the BPP for Approve Time Sheets. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4688. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 28-34 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time has been approved.**
AGENCY CENTRAL TIME MANAGEMENT	30. Process Time Transfer for your agency, Transaction Code CATA. Please refer to the BPP for Transfer Time All Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 28-34 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 30-34 again. These steps will assist you in identifying any time error messages that may have occurred.** 31. Process repeat Time Transfer every day for your agency, with the repeat transfer box checked, Transaction Code CATA. Please refer to the BPP for Transfer Time to All Components.

AGENCY CENTRAL TIME MANAGEMENT (cont.)	You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: This is a separate step from step 30. To ensure employees are paid appropriately, repeat Time Transfer MUST be processed everyday. It is recommended that each agency perform steps 28-34 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 30-34 again. These steps will assist you in identifying any time error messages that may have occurred.** 32. Process Time Evaluation for your agency, Transaction Code PT60. Please refer to the BPP for Time Evaluation. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4693. If time evaluation is unsuccessful, time evaluation error message(s) will be displayed on the time evaluation display log. You **MUST** correct **ALL** the **RED** error messages before an employee's time can be processed through payroll. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 28-34 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 30-34 again. These steps will assist you in identifying any time error messages that may have occurred.**
AGENCY TIME SPECIALIST, AGENCY TIME MANAGEMENT SUPERVISION, OR AGENCY CENTRAL TIME MANAGEMENT	33. Process Time Evaluation Message Display Report, Transaction Code S_PH9_46000588. Please refer to the BPP for Time Evaluation Message Display Report. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5412. This report will display any time evaluation error messages or time evaluation warning messages. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 28-34 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of**

	the day OPM runs payroll), the appropriate person(s) MUST process steps 30-34 again. These steps will assist you in identifying any time error messages that may have occurred.
AGENCY PAYROLL SYSTEMS MANAGEMENT	34. Process Payroll Simulation, Transaction Code PC00_M10_CALC_SIMU (**Note: In the 'Schema' field you must key Z000)**. Please refer to the BPP for Simulate a Payroll Run. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5288. To quicken the run time do not choose to display log, instead key APAY in the 'Display variant Rem. Statement' field. This will allow you to print and review the remuneration statements for the simulation run. By reviewing the remuneration statements for all your employees, you can prevent under and/or overpayments by identifying the employees that need master data reviewed for completeness (i.e. time entry, missing Infotypes, incorrect data usage, etc…) If **time entry needs to be corrected, steps 28–34 must be completed again by the appropriate person.** For master data corrections, contact the person with the role of Agency Personnel Management or Agency Personnel Specialist within your agency. Then steps 30 – 34 must be completed again by the appropriate person(s). When running step 34 again you may choose to display the payroll log, as this run will only include the corrected employee numbers. **NOTE: To ensure employees are paid appropriately, Payroll Simulation must be performed on a weekly basis at a minimum. It is recommended that each agency perform the payroll simulation process each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll) the appropriate person(s) MUST process steps 30-34 again. This will allow the agency to correct any last minute errors that may have been created by master data updates. WE RECOMMEND that your employees receive their remuneration statement from the results of the live payroll run. This statement will reflect a check number. DO NOT GIVE your employees the remuneration results from the payroll simulation transaction.**

Issue 8: How does an agency transfer a current state employee to a Non-participating agency?

AASIS ROLE	***STEPS***
AGENCY PERSONNEL MANAGEMENT	SPECIAL NOTE: A TERMINATION ACTION MUST BE PROCESSED IMMEDIATELY. DELAY OF PROCESSING TERMINATION ACTIONS ON EXEMPT EMPLOYEES COULD RESULT IN AN OVERPAYMENT. 1. Contact the Time Entry Specialist to make sure no time is entered on the employee after the termination date. 2. Contact the Payroll person to make sure that the employee is not in claim status. **NOTE: If there is an outstanding claim, you can request that the personnel record be locked so employee doesn't get paid until the issue is resolved. To request that a personnel record be locked, email Micki Poteet at OPM State Payroll (micki.poteet@dfa.state.ar.us).** 3. Perform the Termination Action, Transaction Code PA40. Please refer to the BPP for Personnel Actions –Termination. You may find this document by clicking on (I am working on correcting the termination BPP!!!!!!!) http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5562. **Please review the following before initiating the Termination Action** 4. On the Personnel Actions screen, enter the **employee's last working date** in the 'From' field. 5. On the Actions screen, Infotype 0000, the date in the 'From' field will change to the following day. **DO NOT CHANGE.** This date is the employee's Termination date. This date allows the employee to get paid through their last working day.

AGENCY PERSONNEL MANAGEMENT (cont.)	6. On the Create Monitoring of Dates Infotype 0019, you have the option to enter a Last Pay Date here. This will be the last day that the employee will be on the payroll. 7. If the employee has any property on loan you can delimit those **ONLY** after verifying with the Agency Employee Property Assignment role that the equipment has been turned in. 8. On the Delimit Communications Infotype 0105 screen, Subtype 0001 (system User ID), the employee's user ID **MUST** be deactivated. Select the line that references the system user name and click the delimit icon. 9. YOU MUST change or delimit (if two or more payment methods exist) the Bank Details (Infotype 0009) by using transaction PA30. **Please review the following before initiating the Bank Details Process ONLY if a Direct Deposit exist:** 10. Type PA30 in the command line and press enter. Find the Bank Details Infotype and click the copy icon. Next type in the effective date in the "From field". Change the "D" (direct deposit) to a "P" for a payroll warrant. **Remember to erase all the direct deposit information (i.e. bank key, bank account number and bank control key). Refer to Update on Agency Processing of Bank Details. You may find this document by clicking on** http://www.aasis.dfa.state.ar.us/infotype0009tutorial.htm**.** 11. If your agency's person with the role of Agency Benefits Specialists is not identified as the Benefits Administrator on the Organizational Assignment Infotype 0001, you will need to notify that person of the termination action and the date used as the last working date in step 4.

AGENCY BENEFITS SPECIALIST	**Agency Benefits Specialists (provided they are identified as the Benefits Administrator) will receive a SAP inbox message that the employee has terminated.** 12. Terminate all benefits by using transaction code HRBEN00014. Please refer to the BPP for Terminate Benefit Coverage. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5567**.** Enter effective date (**employee's last working date/ this must be the same last working date used in step 4**).
AGENCY CENTRAL TIME MANAGEMENT OR AGENCY TIME SPECIALIST	13. **If the termination date is after the 15th of the month and before the end of the month, perform a manual transfer of accrued leave by using Transaction Code PT50 to transfer immediately their leave accrual for the 15th of the month on both annual and sick. Please refer to the BPP for Manual transfer of leave. You may find this document by clicking on** http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5270**.**
AGENCY CENTRAL TIME MANAGEMENT	14. Process Time Evaluation for the employee, Transaction Code PT60. Please refer to the BPP for Time Evaluation. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4693. 15. Process Leave Payout for any eligible quotas that the other agency would not accept, Transaction Code PA61 – Maintain Time Data. Please refer to the BPP for Leave Payout. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5262. Enter effective date (**employee's last working date/ this must be the same last working date used in step 4**) for the payout; enter infotype 0416 (Time Quota Compensation) and sub-type of leave using drop-down list. **NOTE: The effective date must be in an active period for the employee.**
AGENCY TIME DATA ENTRY OR AGENCY TIME SPECIALIST	16. **Enters employee's time correctly in system through the employee's last working date. Also,** enters all the agency's non-exempt employees' time and all exempt employees' leave time taken in AASIS on the CATS screen. Please refer to the BPP for Administrative Time Entry, Transaction Code CAT2.

	You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=286. **NOTE: If there is time entered after the termination date it will affect payroll. To ensure employees are paid appropriately, it is recommended that each agency perform steps 16-22 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time is entered appropriately.**

AGENCY TIME MANAGEMENT SUPERVISION	17. Approve time for all employees, Transaction Code CAPS. Please refer to the BPP for Approve Time Sheets. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4688. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 16-22 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time has been approved.**
AGENCY CENTRAL TIME MANAGEMENT	18. Process Time Transfer for your agency, Transaction Code CATA. Please refer to the BPP for Transfer Time to All Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 16-22 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 18-22 again. These steps will assist you in identifying any time error messages that may have occurred.** 19. Process repeat Time Transfer every day for your agency, with the repeat transfer box checked, Transaction Code CATA. Please refer to the BPP for Transfer Time to All Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: This is a separate step from step 18. To ensure employees are paid appropriately, repeat Time Transfer MUST be processed everyday. It is recommended that each agency perform steps 16-22 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 18-22 again. These steps will assist you in identifying any time error messages that**

AGENCY CENTRAL TIME MANAGEMENT (cont.)	**may have occurred.** 20. Process Time Evaluation for your agency, Transaction Code PT60. Please refer to the BPP for Time Evaluation. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4693. If time evaluation is unsuccessful, time evaluation error message(s) will be displayed on the time evaluation display log. You **MUST** correct **ALL** the **RED** error messages before an employee's time can be processed through payroll. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 16-22 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 18-22 again. These steps will assist you in identifying any time error messages that may have occurred.**
AGENCY TIME SPECIALIST, AGENCY TIME MANAGEMENT SUPERVISION, OR AGENCY CENTRAL TIME MANAGEMENT	21. **Process Time Evaluation Message Display Report, Transaction Code S_PH9_46000588.** Please refer to the BPP for Time Evaluation Message Display Report. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5412. This report will display any time evaluation error messages or time evaluation warning messages. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 16-22 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 18-22 again. These steps will assist you in identifying any time error messages that may have occurred.**
AGENCY PAYROLL SYSTEMS MANAGEMENT	22. Process Payroll Simulation, Transaction Code PC00_M10_CALC_SIMU (**Note: In the 'Schema' field you must key Z000)**. Please refer to the BPP for Simulate a Payroll Run. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5288. To

AGENCY PAYROLL SYSTEMS MANAGEMENT (cont.)	quicken the run time do not choose to display log, instead key APAY in the ‘Display variant Rem. Statement’ field. This will allow you to print and review the remuneration statements for the simulation run. By reviewing the remuneration statements for all your employees, you can prevent under and/or overpayments by identifying the employees that need master data reviewed for completeness (i.e. time entry, missing Infotypes, incorrect data usage, etc…) If **time entry needs to be corrected, steps 16 – 22 must be completed again by the appropriate person.** For master data corrections, contact the person with the role of Agency Personnel Management or Agency Personnel Specialist within your agency. Then steps 16 – 22 must be completed again by the appropriate person(s). When running step 22 again you may choose to display the payroll log, as this run will only include the corrected employee numbers. **NOTE: To ensure employees are paid appropriately, Payroll Simulation must be performed on a weekly basis at a minimum. It is recommended that each agency perform the payroll simulation process each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll) the appropriate person(s) MUST process steps 18-22 again. This will allow the agency to correct any last minute errors that may have been created by master data updates. WE RECOMMEND that your employees receive their remuneration statement from the results of the live payroll run. This statement will reflect a check number. DO NOT GIVE your employees the remuneration results from the payroll simulation transaction.**

Issue 9: How does an agency terminate an employee?

AASIS ROLE	***STEPS***
AGENCY PERSONNEL MANAGEMENT	SPECIAL NOTE: A TERMINATION ACTION MUST BE PROCESSED IMMEDIATELY. DELAY OF PROCESSING TERMINATION ACTIONS ON EXEMPT EMPLOYEES COULD RESULT IN AN OVERPAYMENT. 1. Contact the Time Entry Specialist to make sure no time is entered on the employee after the termination date. 2. Contact the Payroll person to make sure that the employee is not in claim status. **NOTE: If there is an outstanding claim, you can request that the personnel record be locked so employee doesn't get paid until the issue is resolved. To request that a personnel record be locked, email Micki Poteet at OPM State Payroll (micki.poteet@dfa.state.ar.us).** 3. Process a termination action in transaction code PA40 with the correct effective date. Please refer to the BPP for Personnel Actions – Termination. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5562. **Please review the following before initiating the Termination Action** 4. The effective date on the Actions screen, Infotype 0000, will change to the following day. **DO NOT CHANGE.** This is to allow the employee to get paid through their last working day. 5. On the Create Monitoring of Dates Infotype 0019, you have the option to enter a Last Pay Date here. This will be the last day that the employee will be on the payroll. 6. If the employee has any property on loan you can delimit those **ONLY** after verifying with the Agency Employee Property Assignment role that the equipment has been turned in. 7. On the Delimit Communications Infotype 0105 screen, Subtype

AGENCY PERSONNEL MANAGEMENT (cont.)	0001 (system User ID), the employee's user ID **MUST** will be deactivated. Select the line that references the system user name and click the delimit icon. 8. YOU **MUST** change or delimit (if two or more payment methods exist) the Bank Details (Infotype 0009) by using transaction PA30. **Please review the following before initiating the Bank Details Process ONLY if a Direct Deposit exist:** 9. Type PA30 in the command line and press enter. Find the Bank Details Infotype and click the copy icon. Next type in the effective date in the "From field". Change the "D" (direct deposit) to a "P" for a payroll warrant. **Remember to erase all the direct deposit information (i.e. bank key, bank account number and bank control key). Refer to Update on Agency Processing of Bank Details. You may find this document by clicking on** http://www.aasis.dfa.state.ar.us/infotype0009tutorial.htm**.** 10. If your agency's person with the role of Agency Benefits Specialists is not identified as the Benefits Administrator on the Organizational Assignment Infotype 0001, you will need to notify that person of the termination action and the date used as the last working date in step 4.
AGENCY BENEFITS SPECIALIST	11. **Agency Benefits Specialists (provided they are identified as the Benefits Administrator) will receive a SAP inbox message that the employee has terminated.** 12. **Terminate all benefits by using Transaction Code HRBEN0014. Please refer to the BPP for Terminate Benefit Coverage. You may find this document by clicking on** http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5567**.** Enter effective date (**employee's last working date/ this must be the same last working date used in step 4**).
AGENCY CENTRAL TIME MANAGEMENT OR AGENCY TIME SPECIALIST	13. **If the termination date is after the 15th of the month and before the end of the month, perform a manual transfer of accrued leave by using Transaction PT50 to transfer immediately their leave accrual for the 15th of the month on both annual and sick. Please refer to the BPP for Manual**

	transfer of leave. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5270**.**
AGENCY CENTRAL TIME MANAGEMENT	14. Process Time Evaluation for the employee, Transaction Code PT60. Please refer to the BPP for Time Evaluation. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4693. 15. Process Leave Payout for any eligible quotas such as annual; sick; holiday; etc. that the employee is eligible for, transaction code PA61 – Maintain Time Data. Please refer to the BPP for Leave Payout. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5262. Enter effective date (**employee's last working date)** for the payout; enter infotype 0416 (Time Quota Compensation) and sub-type of leave using drop-down list. **NOTE: The payout effective date must be in a period when the employee was active.**
AGENCY TIME DATA ENTRY OR AGENCY TIME SPECIALIST	16. **Enters employee's time correctly in system up through the employee's last working date. Also,** enters all the agency's non-exempt employees' time and all exempt employees' leave time taken in AASIS on the CATS screen. Please refer to the BPP for Administrative Time Entry, Transaction Code CAT2. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=286. **NOTE: If there is time entered after the termination date it will affect payroll. To ensure employees are paid appropriately, it is recommended that each agency perform steps 16-22 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time is entered appropriately.**
AGENCY TIME MANAGEMENT SUPERVISION	17. Approve time for all employees, Transaction Code CAPS. Please refer to the BPP for Approve Time Sheets. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4688. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 16-22 each**

	Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time has been approved.
AGENCY CENTRAL TIME MANAGEMENT	18. Process Time Transfer for your agency, Transaction Code CATA. Please refer to the BPP for Transfer Time to All Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 16-22 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 18-22 again. These steps will assist you in identifying any time error messages that may have occurred.** 19. Process repeat Time Transfer every day for your agency, with the repeat transfer box checked, Transaction Code CATA. Please refer to the BPP for Transfer Time to All Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: This is a separate step from step 18. To ensure employees are paid appropriately, repeat Time Transfer MUST be processed everyday. It is recommended that each agency perform steps 16-22 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 18-22 again. These steps will assist you in identifying any time error messages that may have occurred.** 20. Process Time Evaluation for your agency, Transaction Code PT60. Please refer to the BPP for Time Evaluation. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4693. If time evaluation is unsuccessful, time evaluation error message(s) will be displayed on the time evaluation display log. You **MUST** correct **ALL** the **RED** error messages before an

AGENCY CENTRAL TIME MANAGEMENT (cont.)	employee's time can be processed through payroll. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 16-22 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 18-22 again. These steps will assist you in identifying any time error messages that may have occurred.**
AGENCY TIME SPECIALIST, AGENCY TIME MANAGEMENT SUPERVISION, OR AGENCY CENTRAL TIME MANAGEMENT	21. Process Time Evaluation Message Display Report, Transaction Code S_PH9_46000588. Please refer to BPP for Time Evaluation. http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5412. If time evaluation is unsuccessful, time evaluation error message(s) will be displayed on the time evaluation display log. YOU **MUST** correct **ALL** the RED error messages before an employee's time can be processed through payroll**.** **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 16-22 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 18-22 again. These steps will assist you in identifying any time error messages that may have occurred.**
AGENCY PAYROLL SYSTEMS MANAGEMENT	22. Process Payroll Simulation, Transaction Code PC00_M10_CALC_SIMU (**Note: In the 'Schema' field you must key Z000)**. **)**. Please refer to the BPP for Simulate a Payroll Run. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5288. To quicken the run time do not choose to display log, instead key APAY in the 'Display variant Rem. Statement' field. This will allow you to print and review the remuneration statements for the simulation run. By reviewing the remuneration statements for all your employees, you can prevent under and/or overpayments by identifying the employees that need master data reviewed for completeness (i.e. time entry, missing Infotypes, incorrect data

AGENCY PAYROLL SYSTEMS MANAGEMENT (cont.)	usage, etc…). **If time entry needs to be corrected, steps 16 – 22 must be completed again by the appropriate person.** For master data corrections, contact the person with the role of Agency Personnel Management or Agency Personnel Specialist within your agency. Then steps 18 – 22 must be completed again by the appropriate person(s). When running step 22 again you may choose to display the payroll log, as this run will only include the corrected employee numbers. **NOTE: To ensure employees are paid appropriately, Payroll Simulation must be performed on a weekly basis at a minimum. It is recommended that each agency perform the payroll simulation process each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll) the appropriate person(s) MUST process steps 18-22 again. This will allow the agency to correct any last minute errors that may have been created by master data updates. WE RECOMMEND that your employees receive their remuneration statement from the results of the live payroll run. This statement will reflect a check number. DO NOT GIVE your employees the remuneration results from the payroll simulation transaction.**

Issue 10: How does an agency correct cost center information on an employee?

AASIS ROLE	*STEPS*
AGENCY ORG. AND COMP. SPECIALIST	**THIS ROLE IS THE ONLY ROLE THAT NEEDS TO PERFORM THIS PROCESS. AFTER THE PROCEDURE IS FINISHED THERE WILL BE A LIVE UPDATE ON PA (Personnel Administration) SIDE.** 1. **You MUST ALWAYS verify with your Finance Personnel** of the possible cost center update for a position. Your Finance Personnel will need to verify that funds are available for that cost center before any updates are made. If you do not know what cost center or internal order is associated with a position, your Finance Personnel should provide you with that information. 2. Using transaction code PO13 (Maintain Position), enter the position number. 3. Select the infotype name ‘Relationships’. 4. Click on the copy icon. 5. Click on the yellow arrow to move you through the screens until you reach the cost center object screen 6. Enter the appropriate validity date (effective date). The Agency Supervisor or appropriate personnel determines the validity date. **NOTE: The validity date may be entered as 6/24/01. However, you may not enter a date earlier than 6/24/01. Leave the default date of 12/31/9999 in the Validity ‘to’ field.** **7.** Enter the correct cost center and save your data. **NOTE: In PO13 – Maintain Position, under Relationship Infotype, you can view info concerning that position (i.e. cost center, organizational unit, what position that position reports to, etc.)** **8.** If you receive an error message, “No authorization for P (personnel number referenced in the message)” please email Teresa Grasser at AASIS (Teresa.grasser@dfa.state.ar.us).

AGENCY ORG. AND COMP. SPECIALIST (cont.)	9. You MUST verify if data is in the Cost Distribution infotype. To verify data exist in the Cost Distribution infotype, select the Cost Distribution infotype. Next, click on the 'display (glasses) icon.' If the message appears, "No data for infotype 1018 in status 1," go to step 14. If there is data in the infotype, click on the 'green check' to go back to the Maintain Position screen. Then please go to the next step. 10. Select the infotype 'Cost Distribution.' 11. Click on the copy icon. 12. Enter an end date (the day before the new cost center is effective) in the START DATE 'To' field and save your data. 13. Click on the 'green check' to go back to the Maintain Position screen. 14. **You MUST ALWAYS inform your Finance person, with the AASIS role of GL Accounting, of the effective date and the cost center/cost distribution correction. Your Finance person will determine if they need to process an expense error correction (Transaction Code FB50).** **You may also correct the Cost Center or Cost Distribution by using Transaction PPOM_OLD. Please refer to the BPP for Organizational Plan/Change. You may find this document by clicking on** http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5074**.**

Issue 11: How does an agency correct an employee's personnel subarea? Is there a form to use?

ASSIS ROLE	***STEPS***
AGENCY ORG AND COMP. SPECIALIST or appropriate HR personnel	**1.** There is **not** a form to send to OPM. Instead, send an email to Kay Barnhill (kay.barnhill@dfa.state.ar.us) at OPM/Class & Comp to request that the Personnel Subarea on the position be changed. **NOTE: OPM should notify you when the change is completed. You can view the changes by following these steps: 1) Enter the transaction code PO13 – Maintain Position in the command line. The Plan Version defaults to Active Plan (do not change). 2) Enter the position number. 3) Select the radio button for 'All' under the Time Period. 4) Select Acct. Assignment Feature Infotype. 5) Click on the display icon. 6) View the effective date of the change.** **2. You must contact your agency's person with the role of Agency Personnel Management, so they can process the Change in Pay/Position Attributes promptly. Also, you need to inform them of the effective date used by OPM to avoid payroll errors.**
STATE ORG AND COMP. SPECIALIST	3. Process the Personnel Subarea change by using transaction PO13 – Maintain or transaction code PPOM_OLD. Please refer to the BPP for Organizational Plan/Change. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5074**.** You **MUST** use the copy icon and the effective date **MUST** reflect the beginning of the current pay period**.** 4. **You MUST IMMEDIATELY notify the person at the Agency that sent the email request, so they can contact their person with the role of Agency Personnel Management. Failure to do so places the Agency at high risk for payroll processing errors.**
AGENCY PERSONNEL MANAGEMENT	5. Execute the Change in Pay/Position Attributes Action by using Transaction PA40 – Personnel Actions. Please refer to the BPP for Personnel Actions - Change in Pay/Position Attributes. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5665.

AGENCY PERSONNEL MANAGEMENT (cont.)

Please review the following before initiating the Change in Pay/Position Attributes Action

6. Verify with your agency’s Org. and Comp. Specialist that the effective date used by OPM is the beginning of the current pay period. If the date used is the beginning of the current pay period, then enter that date in the “From field.” If the date OPM used as the effective date is prior to the current pay period, then enter the beginning date of the current pay period in the “From field.” **Otherwise, your agency will receive an error in payroll.**

7. On Action Screen, Infotype 0000, select the reason code “5”, Personnel Area/Subarea and save the data.

8. On Organizational Assignment, Infotype 0001, verify that the Personnel Subarea is correct. **YOU MUST SAVE THIS SCREEN IN ORDER FOR THE CHANGE TO BE EFFECTIVE.**

9. On the Basic Pay, Infotype 0008, **(DO NOT CHANGE THIS SCREEN)** use the “Next Record” arrow to exit the screen. **NOTE: Changing the Personnel Subarea does not affect the employee’s Basic Pay**

10. Notify the Time Administrator of the change to the employee’s Personnel Subarea so that he/she can enter time according to the new Time Management Status or Work Schedule.

AGENCY TIME DATA ENTRY OR AGENCY TIME SPECIALIST	**11.** All non-exempt employees **MUST** have time entered and all exempt employees **MUST** have leave time taken entered in AASIS on the CATS screen, Transaction code CAT2. Please refer to the BPP for Administrative Time Entry**.** You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=286**.** **Note: To ensure employees are paid appropriately, it is recommended that each agency perform steps 11-17 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time is entered appropriately.**
AGENCY TIME MANAGEMENT SUPERVISION	12. Approve time for all employees, Transaction Code CAPS. Please refer to the BPP for Approve Time Sheets. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4688. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 11-17 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), you MUST verify that all time is entered appropriately.**
AGENCY CENTRAL TIME MANAGEMENT	13. Process Time Transfer for your agency, Transaction Code CATA. Please refer to the BPP for Transfer Time to All Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 11-17 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 13-17 again. These steps will assist you in identifying any time error messages that may have occurred.**

AGENCY CENTRAL TIME MANAGEMENT (cont.)	14. Process repeat Time Transfer everyday for your agency, with the repeat transfer box checked, Transaction Code CATA. Please refer to the BPP for Transfer Time to Multiple Target Components. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5184. **NOTE: This is a separate step from step 13. To ensure employees are paid appropriately, the repeat Time Transfer MUST be processed everyday. It is recommended that each agency perform steps 11-17 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 13-17 again. These steps will assist you in identifying any time error messages that may have occurred.** 15. Process Time Evaluation for your agency, Transaction Code PT60. Please refer to the BPP for Time Evaluation. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=4693. If time evaluation is unsuccessful, time evaluation error message(s) will be displayed on the time evaluation display log. YOU MUST correct ALL the **RED** error messages before an employee's time can be processed through payroll. **NOTE: To ensure employees are paid appropriately, it is recommended that each agency perform steps 11-17 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 13-17 again. These steps will assist you in identifying any time error messages that may have occurred.**
AGENCY TIME SPECIALIST, AGENCY TIME MANAGEMENT SUPERVISION, OR AGENCY CENTRAL TIME MANAGEMENT	16. Process Time Evaluation Message Display Report, Transaction Code S_PH9_46000588. Please refer to the BPP for Time Evaluation Message Display Report. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5412. This report will display any time evaluation error messages or time evaluation warning messages. **NOTE: To ensure employees are paid appropriately, it is**

	recommended that each agency perform steps 11-17 each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll), the appropriate person(s) MUST process steps 13-17 again. These steps will assist you in identifying any time error messages that may have occurred.
AGENCY PAYROLL SYSTEMS MANAGEMENT **AGENCY PAYROLL SYSTEMS MANAGEMENT (cont.)**	17. Process Payroll Simulation, Transaction Code PC00_M10_CALC_SIMU (**Note: In the 'Schema' field you must key Z000)**. **)**. Please refer to the BPP for Simulate a Payroll Run. You may find this document by clicking on http://aasis01.state.ar.us/sb/_show_steps.asp?topicid=5288. To quicken the run time do not choose to display log, instead key APAY in the 'Display variant Rem. Statement' field. This will allow you to print and review the remuneration statements for the simulation run. By reviewing the remuneration statements for all your employees, you can prevent under and/or overpayments by identifying the employees that need master data reviewed for completeness (i.e. time entry, missing Infotypes, incorrect data usage, etc…). **If time entry needs to be corrected, steps 11– 17 must be completed again by the appropriate person.** For master data corrections, contact the person with the role of Agency Personnel Management or Agency Personnel Specialist within your agency. Then steps 13 – 17 must be completed again by the appropriate person(s). When running step 17 again you may choose to display the payroll log, as this run will only include the corrected employee numbers. **NOTE: To ensure employees are paid appropriately, Payroll Simulation must be performed on a weekly basis at a minimum. It is recommended that each agency perform the payroll simulation process each Friday to allow time to correct errors on individual employees. Then on the Monday morning of pay week (or the morning of the day OPM runs payroll) the appropriate person(s) MUST process steps 13-17 again. This will allow the agency to correct any last minute errors that may have been created by master data updates. WE RECOMMEND that your employees receive their remuneration statement from the results of the live payroll run. This statement will reflect a check number. DO NOT GIVE your employees the remuneration results**

	from the payroll simulation transaction.